

Position: Reentry Program Specialist
Department: Juvenile Detention Center
Supervisor: Facility Director
Supervises: Residents
FLSA Status: Non-Exempt

Position Summary: Assists the Director to implement the Sac and Fox Reentry Demonstration Program in order to enable secondary students to earn high school diplomas / GED while pursuing vocational technical training programs, within the context of their individual reentry plan. Incumbent works within a juvenile correction facility. Position promotes pro-social values, personal accountability and goal setting by utilizing peer group behavior management techniques. Incumbent responds to critical incidents by performing crisis intervention and prepares daily juvenile client progress reports including analyzing and documenting critical incidents.

Duties and Responsibilities:

- Testing and developing case plans for clients upon admittance to the Sac and Fox Detention Facility.
- Responsible for youth supervision assigned to the Four Directors Program and transition back into the community.
- Attending initial treatment meeting for each assigned resident, participate in treatment team, formulate resident transition plan and conduct placement confirmations.
- Conducting investigations and hearings, preparing reports, and serve as a resident/family advocate.
- Seeks out and finds new community resources as well as work with local juvenile courts, if new changes occur.
- Report residents for violation of community supervision per policy
- Transporting students to services.
- Develops forms in collaboration with the Program Director and Collects bi-annual recidivism reports from participants
- Coordinate the operations of the Reentry Program including participant recruitment/referral, intake, assessment, case management, tutoring, support services, direct assistance, career exploration/counseling, training related job shadowing/work experience, placement services, job and life skills training, computer training, transition service referrals, and training partner relations, etc.
- Perform case management duties for assigned participants.
- Assist in the provision of individual and group instruction related to job and life skills training, career exploration, computer training, etc.
- Works with clients, training institutions, and prospective employers to eliminate cultural, social, medical, financial, educational, or other barriers to long-term employment (self-sufficiency).
- Works with clients and community to identify appropriate vocational and classroom training programs throughout the regional area. (Such institutions include local community colleges, adult and continuing education programs, local business schools, and other vocational training

institutions.)

- Works with other community agencies to identify potential clients who may benefit from program services offered.
- Develops and maintains rapport and understanding between educational and training institutions and agencies.
- Participates in civic activities to advertise and promote program services and to inform the public about the local Indian community.
- Coordinates classroom training activities with Indian Employment Specialists throughout the service district. (Some travel may be required.)
- Participate actively in training conferences and other related meetings as assigned.
- Other duties as assigned.

Education and Experience:

- One year of full-time professional experience in counseling and parole/probation, juvenile corrections, education, juvenile services, family/social services or a related area.
- Bachelor's degree for an accredited college or university
- Substitution accredited college training in any of the following areas may substitute for the required experience on a year for year basis: Behavioral Sciences; Criminal Sciences; Social Sciences; or related areas.
- One year experience working with juveniles in a residential or detention setting or two years providing juveniles with supervision in a formal setting.
- Good communication skills (written and oral) mandatory.

Special Requirements:

- Must successfully complete the Residential Child and Youth Care Professional Institute from University of Oklahoma National Resource Center for Youth Services or a similar state level Juvenile Training Academy.

Requirements:

- Valid Oklahoma Drivers license required (photocopy must accompany application)
- Valid Oklahoma Public Passenger Chauffeur's license (may be required)
- Must be able to work flexible hours
- At Least 21 Years of Age
- Must successfully pass OSBI Criminal background, Physical, Drug and TB screening

Employee's Signature

Date

Supervisor's Signature

Date